



County of El Paso Purchasing Department
800 E. Overland, RM 300
El Paso, Texas 79901
(915) 546-2048 / Fax: (915) 546-8180

ADDENDUM 5

To: All Interested Proposers

From: Linda Gonzalez, Inventory Bid Technician

Date: November 5, 2008

**Subject: RFP # 08-133, (RFP) Collections Software for the County Clerk's
Collections Division**

Please Note:

[The bid opening has been scheduled for Thursday, November 20, 2008 at 2:00 p.m.](#)

Submit your Proposal to:

**El Paso County Purchasing
800 E. Overland, Room 300
El Paso, TX. 79901**

The Purchasing Department received questions relating to the above referenced proposal; the response to the following question:

- 1. Section 1.2 defines the RFP schedule. Can the County please provide the expected dates for the Vendor Conference (1.11), the Vendor Presentations and Demonstrations, and the Commissioners Court Action to Award for response and planning purposes?**

[To be announced.](#)

2. **Section 1.10 Response Format (Page 7) – shows the response format requirements as following:**

Section A - COVER LETTER
Section B - VENDOR BUSINESS HISTORY
Section C - VENDOR REFERENCES
Section D - OVERVIEW OF VENDOR PROPOSAL
Section E – PROPOSAL PRICE SUMMARY

Which conflicts slightly with:

Section 4.1 (Page 14) – shows the response format for proposal as following:

Section A - COVER LETTER
Section B - VENDOR BUSINESS HISTORY
Section C - VENDOR REFERENCES
Section D – PROPOSAL PRICE SUMMARY

And accordingly,

**Section D (Page 18) - shows:
Section D – PROPOSAL PRICE SUMMARY**

All sections are correct. Please submit in the format requested

3. **Section 2.4 (Collection Software Capabilities) Page 10 item 10 refers to running multiple sub-collection ledgers. Please provide additional definition of the functionality required.**
This will be discussed further with the selected vendor
4. **Section 3 – Costs (Page 13). Please provide the following in order for us to more accurately price the proposal.**
- a. **Total number of County personnel that would need access to the automated collection system.**
40
 - b. **Total number of County personnel that would need simultaneous access to the automated collection system at any given time (number of concurrent users).**
Est. 25

5. When will the bidders' conference be held? If it has already been held, please Provide a list of questions, answers and attendees.
There was no pre-bidders' conference was scheduled or held.
6. With reference to the software, what is the number of user licenses required?
40
7. What system is the Collections Division currently using?
Judicial Information Management System (JIMS)-Tyler Technologies
8. How many accounts does the Collections Division currently handle by the present system?
How many accounts does the Collections Division expect to add each year to the new system?
2,570
9. What are the award and demonstration dates?
Depending on the selected vendors a demonstration may be requested.
10. Will the payment terms be based on deliverables or other terms?
State and department guidelines as well as court order.
11. Will the County extend the opening date of the RFP an additional two weeks?
Yes
12. Will a tour be available of the facility?
No
13. With reference to Question 4 in the RFP, "Provide user defined adjustment types/codes tied to user security," is it safe to assume that these adjustments affect monetary amounts due by the consumer? If not, please provide a more detailed definition.
Yes the adjustments will affect monetary amounts due.
14. Provide a list of adjustment types/codes with definitions and what their Effect on balances would be.
Adjustment codes include but not limited to the following:
CFTS-credit for time served
CFCS-credit for community service
Waiver-waiver of fee(s)
Void- payment/adjustment voided
C-corrections
15. Would the ability to use these codes being tied directly to permission on the system satisfy this requirement? If not, please provide more detail.
Yes, authorization to be able to use the codes mention is necessary for security purposes.

16. With reference to question 8 in the RFP, "Generation of an initial payment plan notification which defines the payment plan, date due and other information necessary to make payments plus calculate interest on unpaid balances. This shall include the ability to increase balances by additional collection percentage and receipt in payments meeting Minimum Accounting Standards." Define the methodology used in increasing balances. At what point in the life cycle of a debt is this done?
An example would be an increase of fine required due to a modification of the original judgment/court order. This is done at each individual court's discretion and may be mandated at any point of the duration of the judgment.
17. What is meant by "receipt in payments meeting Minimum Accounting Standards"? How does this tie to the first part of the sentence on question 8? Please define in more detail.
Refer to question 16.
18. With reference to Question 10 in the RFP, "Run multiple sub-collection ledgers," please describe what the County expects on a ledger versus a sub-ledger. If it is the same information, but broken down by some criteria please provide the criteria. In either case, please provide the information you expect to see on the ledgers.
This will be discussed further with the selected vendor.
19. With reference to Question 11 in the RFP, "assessments tracked by the line item," please provide detail information (fields) that you expect the system to house in order to track each line item.
There are numerous standard state court costs and applicable local court costs mandated as well as supplemental courts that may be attached depending upon the offense. Each court costs must have its individual fee code for tracking/reporting purposes. Refer to Attachment I.
20. With reference to Question 14 in the RFP, "Tax intercepts functionality," please describe what functionality is expected.
Please disregard.
21. How will the Collection system be made aware of the possibility of a refund due to a consumer in order for vendors to invoke to process?
When the balance of the fees reflects a negative amount owed.

22. With reference to Question 21 in the RFP, "Provide reports compliant to requirements mandated by the Texas Office of Court Administration, "please provide the requirements for the reports mandated or please provide a link to these reports.
A) the number of cases assessed according to the type of case (misdemeanor, felony, justice court) and the office responsible for the assessment
B) Separation of fine and court cost fee category by the following
1) dollar amount assessed
2) dollar amount collected
3) dollar amount waived
4) jail time credit given
5) community service credit given
6) time span form date of assessment through date of payment
(0-30 days, 31-60 days, 61-90 days, 91-120 days, and 120 days Plus)
23. With reference to Question 2 under "additionally" in the RFP, "Submit a detailed training plan; provide ten (10) user manuals and tow (2) operations manuals in hard copy." If a company can provide digital media because it is searchable and indexed rather than a paper manual and also provide an online manual, will this be acceptable?
Yes
24. With reference to Question 1 under "Open database connectivity" in the RFP, " Data sharing between JIMS to Collections System" and Question 2, "Data conversion from JIMS to Collection System." Integration form one system to another can be easy or complex depending on the number of required integrations and specifications. Versions from one release to the next can vary even in the JIMS package. For a more accurate quote, please provide the number of interfaces and the requirement layout.
This will be determined at the time of award. The selected vendor will need to interface with TSG.
25. Could more details be provided as to exactly what data needs to be exchanged between the systems and which method the County would prefer: real-time or batch?
Real-time

- 26. With reference to Question 3 under “Open database connectivity” in the RFP, “Data dictionary, related to diagrams, and conceptual/physical database models.” This information is considered intellectual Property. Would it be acceptable to provide samples with the understanding that if the County selects to move further with any vendor that the proper agreements would be signed to share this information? Would all the requested information be provided as part of the sale of the system?**

“The County cannot legally enter into an agreement to guarantee confidentiality of information in its possession. Release of information in the possession of a county in the State of Texas is governed by the Texas Public Information Act found in Chapter 552 of the Texas Government Code. Under that act most information in the possession of the County is considered public and subject to release to the public. Some information, however, is protected from release. Specific to this situation, while an RFP is pending the contents of the proposals are exempt from release. Once the procurement process is complete and the contract has been entered into, however, the information is no longer exempt. Also, confidential or proprietary information of a vendor that is in the County’s possession is exempt from release. Please note, however, that the Texas Office of the Attorney General has a very narrow view of what is considered confidential or proprietary. Under the Public Information Act, the County is required to forward any request for arguably proprietary or confidential vendor information to the Office of the Attorney General for a ruling on whether or not it is exempt from release. We are also required to notify the vendor of the request for information and of the vendor’s rights to submit his own arguments to the Office of the Attorney General as to how the information is confidential or proprietary. Thus, the most the County can promise is that we will comply with the requirements of the Texas Public Information Act.”